

**TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS  
STATE AGENCY – JOB VACANCY NOTICE**

**JOB LISTING NO: 18-09**  
**SALARY: \$32,000 – \$38,000 (Group B12)**  
**POSITION TITLE: Investigator I (Legal Compliance)**  
**LOCATION: TBVME Headquarters, Austin TX**

**CLOSING DATE: Until filled**  
**DURATION: Regular Full-time**  
**CLASS NO.: 1350**  
**NUMBER OF OPENINGS: 1**

**GENERAL DESCRIPTION**

Works in the Legal Division and performs entry-level investigative at the direction of the General Counsel. Work involves conducting investigations, reviewing criminal history records and monitoring compliance of board orders and continuing education for licensees. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Reviews criminal history records, monitors compliance, conducts investigations, and verifies information.

Obtains, verifies, and records evidence and documents for use in compliance investigations.

Evaluates and summarizes investigative findings for administrative prosecution.

Prepares records, correspondence, and reports; and assists in making recommendations for action.

Contacts follow up investigations and interviews potential witnesses.

Conducts investigations of alleged violations of laws, rules, and regulations.

Assists in preparing and presenting information to appropriate law enforcement and regulatory agencies.

May assist with providing information to allow subpoenas to be drafted and served, and to allow arrests to be made.

May assist with collecting evidence and data and conducting field investigations for audits, inspections, or studies.

May present testimony and evidence in administrative hearings or for court proceedings.

Performs related work as assigned.

**GENERAL QUALIFICATIONS**

**Experience and Education**

Experience in analyzing and interpreting criminal histories or investigative work is required.

**Registration, Certification, or Licensure**

Must possess or able to obtain a clearance to the Texas Department of Public Safety's Computerized Criminal History System and have completed the Criminal Justice Information System security awareness course.

**Knowledge, Skills, and Abilities**

Must be able to multitask and handle stressful situations

Must be able to meet deadlines and be team oriented

Knowledge of investigative principles, techniques, and procedures and of court procedures, practices, and rules of evidence.

Skill in the operation of technical equipment and in using a computer and applicable software, and in mediation and negotiation techniques.

Ability to conduct investigations; to interpret and apply laws and regulations; to work with members of local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; to testify in hearings and court proceedings; to work with members of local, state and federal agencies; to communicate effectively; and to train others.

### **APPLICATION PROCESS:**

#### **TO APPLY**

All applications for employment with the Texas Board of Veterinary Medical Examiners must be submitted electronically through [www.WorkInTexas.com](http://www.WorkInTexas.com). A State of Texas application in WorkInTexas (WIT) must be completed to be considered.

Your application for this position may subject you to a criminal background check pursuant to the Texas Government Code.

WIT JOB MATCH: Occupational Category: Protective Services; Occupation: Criminal Investigators and Special Agents; Industry: Public Administration.

Military Crosswalk information can be accessed at

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_InspectorsandInvestigators.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InspectorsandInvestigators.pdf)

THE TBVME IS AN EQUAL OPPORTUNITY EMPLOYER